

Marham Parish Council

Minutes of the Marham Parish Council Meeting held at the Village Hall, School Lane, Marham,
PE33 9JA on Wednesday 16 October 2024, at 7pm.

The meeting was recorded for the purpose of minute taking.

Present:

Councillors Valerie Inder (Chair), Inga Barrett, Roger Allerton, Tony Harrison, Heather Pearson, Sonya Haddleton, Ian Haddleton, Mark Walton, Gary Hirst

Borough and County Councillor: Cllr James Moriarty

Borough Councillor: Cllr Pallavi Devulapalli

Clerk: Mrs Peachey

Also in attendance: Three members of the public.

137/24 Apologies:

Cllr Flatt

Not in attendance

Cllr Heather,

138/24 Declarations of Interest:

Cllr Inder – Allotments

Cllr I Haddleton – Pavilion/Football Club

Cllr S Haddleton – Pavilion/Football Club/Bowls Club

Cllr Hirst – Marham Friends

139/24 Minutes of the Previous Meeting:

The [minutes](#) of the Council meeting held on 18 September 2024 were approved.

Proposed: Cllr Allerton **Seconded:** Cllr Hirst **Approved.**

140/24 Meeting actions:

Actions from the meeting held on 18 September 2024 were completed. Actions from this meeting appear in Appendix A.

For note: Cllr Pallavi Devulapalli arrived at the meeting.

141/24 Public voice:

- a. The RAF Engagements Officer, Sandra Butcher, wishes to be an accessible link to the base for the village and advised the new station Commander is Group Captain Leonie Boyd. RAF Marham is presently very active.

For note: The engagements Officer left the meeting

- b. The owner of "Belmont, the street" (the land and bungalow next door to the church), are in the process of completing a pre application for a single dwelling to replace the existing application for 3 dwellings on the site and the highways department have flagged the location of the bus shelter near the driveway entrance to Belmont.

Action: The Parish Council will suggest a new position for consideration.

- c. i. September Minutes 126/24 – member of the public suggested amending 'Football

Ground' to 'Playing Field'

- ii. Dog waste bins at Field and Mill Lane have been overly full within days of being emptied. It is believed residents are placing black bags of dog waste in these bins.

Action: Information to be placed on the Website and social media that black bags of dog waste can be placed in domestic waste bins.

- iii. A suggestion was made that a calendar could be produced using some of the entries to the photographic competition if there had been a good number of entries. Cllr Inder advised there had been minimal entries to date.

142/24 Borough and County Council Members' reports:

Reports have been circulated.

Cllr Moriarty advised a new Chief Executive had been appointed for the Borough Council.

There were no questions for the councillors.

143/24 RAF Marham Engagements Officer:

Report circulated

144/24 Financial Matters: There were no questions regarding payments and receipts.

- a. Payments available for viewing on Scribe.
- b. To note pre-approved payments and authorise pending payments – to be actioned at November's meeting.
- c. Projects for consideration in the 2025/26 budget to be passed to the Clerk for consideration ahead of the forthcoming meeting on Monday 21 October at 5pm.
- d. For information: there has been a reduction of interest rate on Council's Barclays Business Premium Account. Reduced by .10% from 1.50% to 1.40%.
- e. Council will provide the Clerk with a mobile telephone for Council use.

Proposed: Cllr Allerton **Seconded:** Cllr S Haddleton **Agreed**

- f. Council to provide retrospective approval for laptop rebuild £226.00 + vat

Proposed: Cllr Pearson **Seconded:** Cllr Allerton **Agreed**

145/24 For consideration: Planning Applications and Decisions

Applications:

- a. [24/01593/F](#) Proposed new detached garage and workshop The Gables, The Street, Marham, PE33 9JN. **No objection**
- b. [24/01746/AG](#) Agricultural Prior Notification: Proposed new agricultural access track. Home Farm, The Street, Marham PE33 9HS. **No objection**

Decisions:

- c. [24/01294/F](#) The Street, Marham King's Lynn Norfolk PE33 9JN - Side and rear extensions to existing bungalow. Application Permitted, 11 September 2024.

146/24 Clerk's report on correspondence requiring further consideration:

- a. Submission/paying of invoice £330 for Septic tank emptying

during the Fun Day. (Clerk's authorisation was not given for the works).

For note: at the Council Meeting in September Clerk made note of a councillor 'Seconding' the motion who had declared an interest making it an irregular decision.

Proposed: Cllr I Haddleton **Seconded:** Cllr S Haddleton **Agreed.** Cllr Barrett abstained.

Cllr Hirst to take forward the production of an Invoice from Marham Friends.

Action

- b. CU Medical Field Safety Notice – Re SP1 AEDs – Investigated and suggested course of action sent to Cllr S Haddleton (AED Guardian) on 25 Jul.
- c. Properties on School Lane and Mill Lane have complained Issues of the P&S are not being delivered.

Currently Council pays £100 for delivery, £50 covers delivery to the RAF base and £50 for delivery to properties in the village.

It was suggested councillors could carry out delivery in the village, saving council £50, and the RAF base P & S continue to be delivered. The village has nine rounds with 30-40 properties per round. The P & S is produced and delivered three times per year.

Five councillors expressed a willingness to carry out the delivery. Enquiries to be made and The item to be on November's Agenda for a decision.

Action

- d. Request from resident to purchase family area in the ashes section for future interments and move current interred ashes. Awaiting advice from Ely diocese regarding whether the plot is consecrated. **The diocese has today been further Emailed.**
- e. **Late correspondence** – received from H Brett & Son a request for a granite vase to be placed on an existing grave plot. Councillors requested further details - to know the location of the plot, the chosen size and a picture of the vase.

Action

147/24 Governance: To review/adopt the following policies:

- a. [Internal control Policy](#)

Amendments are required. The policy will be circulated following amendments and be included in November's agenda.

Action

- b. [Health and Safety Policy.](#)

Proposed: Cllr Inder **Seconded:** Cllr Barrett **Agreed**

- c. [Documentation Retention and Disposal Policy](#)

Proposed: Cllr Allerton **Seconded:** Cllr Barrett **Agreed**

- d. **Council to consider signing up to the Civility and Respect Pledge through the SLCC:** Marham PC are one of the only councils in the area not signed up to the pledge. If council signed up it would help in council's wish to become a Quality Council and make it more attractive when applying for Grants.

Proposed: Cllr Inder **Seconded:** Cllr Allerton **Agreed. Action**

148/24 Councillors and Clerk report on on-going matters:

- a. To approve the requested Memorial for Peggy Dack, from A F Holman & Son. Council has no objections.

Proposed: Cllr Allerton **Seconded:** Cllr Inder **Agreed**

Action – Clerk to advise A F Holman & Sons

b. Purchase of a plot for ashes – Thornalley Funeral Services:

Council has no objections.

Proposed: Cllr Barrett Seconded: Cllr Pearson Agreed

Action – Clerk to advise Thornalley Funeral Services

c. Update reference the Installation of kitchen in the Pavilion.

Following the enquiry of Health & Safety and their subsequent report advising what work would be required in order to install a kitchen to serve food.

Cllr I Haddleton recounted the history of the application for the 'free' Howdens 'Game Change' kitchen. Howdens have advised the kitchen must be delivered by the end of November. If not delivered a resubmission would be required.

It was suggested the kitchen be delivered and fitted, and the additional works be carried out at a later date. Cllr S Haddleton would be willing to fund raise and seek grants to pay for the additional works.

A suggested amendment to the plan would involve one changing room door being closed/locked/blocked off (clarification required) which would then require one wall being erected to segregate the kitchen.

Health and Safety to be contacted to clarify the situation

Action – Clerk

Howdens to be contacted to advise of the required modifications and of the issues relating to the delivery and installation of the kitchen.

Action – Cllr I Haddleton

Investigate what funding is available for the project.

Action – Cllrs I and S Haddleton

d. Notice Boards:

The meeting was advised the materials for the noticeboard have been delivered for the Bulletin board and its making is underway.

149/24 Handyman:

Following discussion, it was proposed a list of specific tradesman/contractors be collated for use when works are needed to be carried out.

Proposed: Cllr Inder Seconded: Cllr Pearson Agreed

150/24 Grounds Maintenance 2025:

Following September's meeting it has been determined that the areas its Tractor will cut are limited, and whilst it can cut large areas of grass, a smaller machine would be required to cut the perimeter, verges, and other restricted areas.

It was determined Cllr Harrison, referring to the previously circulated Scope document, would compile a list of areas Marham Parish Council are responsible for cutting and circulate to council for agreement at the November Council meeting.

Action – Cllr Harrison

MPC must enter into an SLA with the Borough Council before being refunded for cutting the land the Borough Council is responsible for. Residents will not then be paying both MPC and the Borough Council for cutting those areas. The meeting was reminded the contract comes to an end in December and Council will be going out to tender.

Cllr Inder has amended the contract to show the areas MPC will be responsible for and will circulate for urgent attention/action. Retrospective approval to the document will be given at the November meeting.

151/24 Village Hall Renovation Report:

The VHWG met earlier in October and the report was circulated.

- a. To ratify the decision to apply for a Lottery Grant for the Electrical/Heating and Lighting package for full £8,150 and to apply for a Go Green Fund grant of £8,000.

It was suggested, and agreed, £20k be applied for via the Lottery Grant and not apply for the Go Green grant of £8k. **Proposed: Cllr Barrett Seconded: Cllr Inder Agreed**

- b. Proposal to proceed with CBFA (Architect), G Baxter and Associates (Quantity Surveyor) and Bramham (Electrical Designs), and their respective quotes for the specification of the technical, tender and contractual services as recommended by the VHWG.

The monthly QS fee was queried, and the meeting was advised the QS ensures regulations are being followed, all necessary inspections are carried out and plans are followed. Negates council from having to ensure the project is following plans and regulations. It was proposed G B Associates be engaged and the works are sent out to tender. (See item c.)

- c. Proposal to engage Bramham Electrical to work with CBFA to design electrical installations for the extension, existing building upgrades and new fire alarm system.

Ref items: 151/24 b. & c.

Proposed: Cllr Pearson Seconded: Cllr Allerton Agreed

152/ 24 Bowls Club:

Queries were raised regarding the item in the agreement relating to the Sewage Treatment plant. It was suggested a meeting be arranged with the Bowls Club to discuss further. **Action – to arrange a meeting**

153/24 Allotments:

- a. The advertisements generated a great deal of interest, and all allotments are rented with five names on a waiting list.
- b. The Allotment gate has been repaired and three emails have been received thanking council for carrying out the repair.

154/24 Playing Field & Pavilion:

- a. Following the meeting with the SFC the prospective agreement was circulated to council. The agreement will be sent to Shouldham Football Club for agreement. **Action – Clerk**
- b. Update reference the Pavilion kitchen project. **See item 148/24 c.**

155/24 Play Park:

- a. Wet Pour has been 'laid' under the infant swing in the Play Park and repairs carried out.
- b. It was requested that the Caretakers agreement be investigated regarding in relation to

the cleaning of play equipment.

- c. The wet pour covered in green mould was queried and the councillor was advised it was due to the age of the Wet Pour. Despite pressure hosing it would return.
- d. The maintenance contract will require investigation as the current company do not inspect the higher play equipment.

Clerk to advise the company MPC will not require their services going forward.

Action – Clerk

156/24 Items for the Parish Council meeting of 20 November 2024.

- a. Cllr Walton advised the Bowls Club would be applying for a Grant extension.
- b. Cllr Harrison queried the acquisition of an account for tractor Fuel. It was reiterated that the local garage requires a £100.00 spend per month to open an account. The meeting was advised the Tractor will not use that quantity.
- c. Cllr I Haddleton advised the playing field boundary hedge requires trimming.
- d. Cllr Allerton advised the meeting that the SAM2 results showed 45pmh was the maximum speed on Squires Hill, with 85% being under 31mph. The meeting was also advised the camera mounted on the post at the Fox and Hounds needs to be adjusted as Willow branches are obscuring it.

157/24 The meeting closed at 21.20pm.

Signature Chair: Date:

Appendix A

Actions from 16 October 2024.		
146/24 (a)	Cllr Hirst to take forward the production of an Invoice from Marham Friends.	Cllr Hirst
(c)	Delivery by councillors of the P&S to be on November's Agenda for a decision.	Council
(e)	Request further information from H Brett & Son.	Clerk
147/24 (a)	Amendments are required to the Internal Control Policy . The policy to be circulated following amendments and be included in November's agenda. Note: It has since been observed the policy contents are duplicated and it will be put before council to remove the policy.	Clerk
(d)	Council to sign up to the Civility and Respect Pledge through the SLCC:	Clerk
148/24 (a)	To approve the requested Memorial for Peggy Dack was approved.	Clerk to advise A F Holman & Sons
(b)	Purchase of a plot for ashes – Council has no objections.	Clerk to advise Thornalley Funeral Services
(c)	Health and Safety to be contacted to clarify the situation regarding the proposed kitchen in the Pavilion. Howdens to be contacted to advise of the required modifications and of the issues relating to the delivery and installation of the kitchen. Investigate what funding is available for the project.	Clerk Cllr I Haddleton Cllrs I and S Haddleton
152/ 24	A meeting be arranged with the Bowls Club to discuss the agreement with MPC	Clerk
154/24 (a)	The agreement to be sent to Shouldham Football Club for.	Clerk
155/24 (d)	Clerk to advise the Play Equipment Inspection company MPC will not require their services going forward.	Clerk

Martham Parish Council

26 October 2024 (2024-2025)

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
105 Electricity Supply	18/09/2024	N/A	Community Account	A0009232941	Electricity	N Power	L	133.30	6.66	139.96
103 Clerk Expenses	24/09/2024	N/A	Community Account	1049090 - Tamar	Virtual Telephone	Tamar Telecommunication	S	5.78	1.16	6.94
90 Contractor	27/09/2024		Community Account		caretaker	John Douglas	E	480.00		480.00
108 Water Rates - Village Hall	30/09/2024	N/A	Community Account	02023201	Water rates	Veolia ES UK Ltd	S	42.96	8.59	51.55
94 Insurance/Insurance Claims	01/10/2024	N/A	Community Account	LC003082	Insurance	Clear Councils	Z	1,664.49		1,664.49
91 Clerk Expenses	01/10/2024		Community Account		Office Furniture	LOF Office Furniture	S	112.50	22.50	135.00
92 Clerk Expenses	01/10/2024		Community Account	Evergreen Office si	Stationery	Julie	S	20.37	4.07	24.44
93 Insurance	01/10/2024	N/A	Community Account	S5002A	Allotment land rent	National Allotment Society	S	55.00	11.00	66.00
95 Insurance	01/10/2024	N/A	Community Account	MARX26VA01	Allotment Insurance	Chris Knott	Z	78.24		78.24
96 Clerk Expenses	02/10/2024		Community Account	Key Cabinet	Clerk Allowances & Expenses	Screwfix	S	12.49	2.50	14.99
96 Clerk Expenses	02/10/2024		Community Account	Key Cabinet	Clerk Allowances & Expenses	Screwfix	S	4.37	0.87	5.24
97 Clerk Training	02/10/2024	N/A	Community Account	2170560	Training	Norfolk Association of Loca	S	10.00	2.00	12.00
98 Grounds Maintenance Contract	02/10/2024	N/A	Community Account	C009058	Ground maintenance	Nurture Landscapes Ltd	S			
99 Clerks Salary	02/10/2024	N/A	Community Account	August Salary	Clerks Salary	Clerk	E	521.40		521.40
100 HMRC ER's	02/10/2024		Community Account		HMRC	HMRC	E	130.20		130.20
101 Clerks Salary	02/10/2024		Community Account		Clerks Salary	Clerk	E	1,129.40		1,129.40
102 HMRC ER's	02/10/2024		Community Account		HMRC	HMRC	E	502.82		502.82
104 Clerk Expenses	02/10/2024	N/A	Community Account	020156432414	Clerk Allowances & Expenses	McAfee	Z			
Total								4,903.32	59.35	4,962.67